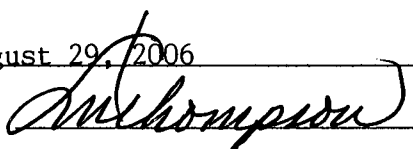
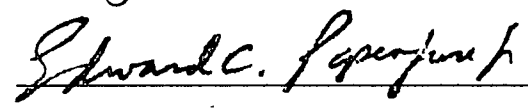


RECORDS RETENTION AND DISPOSAL SCHEDULE

PAGE 1 OF 3

Agency City of Salisbury		Division/Unit Human Resources
ITEM NO.	DESCRIPTION	RETENTION
1.	Active Personnel Records. -Withholding forms, insurance data, employment documents, demographic information, status log, action forms, letters of acknowledgment, certificates, commendations, performance reviews, disciplinary actions, miscellaneous notices to employee, policy acknowledgments, miscellaneous requests, medical notices, deferred comp. (H/R acquired City files approximately 2001)	Retain 3 years after termination, then destroy.
2.	City Department Records. -Information/general correspondence relating to City departments.	Screen annually. Destroy material having no further legal, administrative, fiscal or operational value. Retain permanently any material that serve to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
3.	General Subject Records. -Budget, cola, correspondence, IRS Health Match report, employee service awards, new hire reports, surveys, city policies, EEOC annual reports, IRS reports, inventory list, family leave act, new hire report, blood bank, pay scales, etc.	Screen annually. Destroy material having no further legal, administrative, fiscal or operational value. Retain permanently any material that serve to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
APPROVED BY DEPARTMENT REPRESENTATIVE DATE <u>August 29, 2006</u> SIGNATURE <u></u> TYPE NAME <u>Steven Michael Thompson</u> TITLE <u>Human Resources Director</u>		SCHEDULE AUTHORIZED BY STATE ARCHIVIST DATE <u>25 May 07</u> SIGNATURE <u></u>

RECORDS RETENTION AND DISPOSAL SCHEDULE

PAGE 2 OF 3

Agency		Division/Unit
City of Salisbury		Human Resources
ITEM NO.	DESCRIPTION	RETENTION
4.	Advertised Positions Applications. -EEOC Applicant Flow data, applications, list of interviews, general correspondence related, etc.	Retain 3 years, then destroy.
5.	Alcohol/Drug Testing. -Contracts, test policies, testing procedures/forms, full-time & temporary results for pre-employment, random, reasonable suspicion, post accident, computer reports.	Retain 3 years after termination, then destroy.
6.	Job Classifications. -All full-time descriptions. Some inactive/temporary.	Retain until revised, then destroy.
7.	Temporary Employee Payroll Records. -Mass new hires/termination forms, rate changes, demographic changes, payroll forms, payroll action forms.	Retain 3 years after termination, then destroy.
8.	Insurance Records. -Contracts, forms, paid claims reports, policy information, changes.	Screen annually, destroy material having no further legal, administrative, fiscal or operational value. Non-Permanent
9.	Cobra Records. -Detail of participants.	Retain any active file for length of benefit. After termination retain 5 years. Non-Permanent Destroy material having no further legal, administrative, fiscal or operational value.

RECORDS RETENTION AND DISPOSAL SCHEDULE

PAGE 3 OF 3

Agency		Division/Unit
City of Salisbury		Human Resources
ITEM NO.	DESCRIPTION	RETENTION
10.	Employee Grievance Records. -Hearing information.	Screen annually, destroy material having no further legal, administrative, fiscal or operational value. Non-Permanent
11.	Affirmative Action Plans.	Retain until updated or superseded, then destroy.
12.	Worker's Compensation Claims. -Incident reports, requests for checks, correspondence, medical reports, invoices and/or medical authorization reports.	Retain notice of claim until no further action, plus 5 years, then destroy. Notice of claim with lawsuit filed should be retained for 7 years after settled, then destroyed.
13.	Worker's Compensation Reports.	Retain 6 years, then destroy.
14.	Benefits Studies and Surveys.	Retain until superseded or obsolete, then destroy.
15.	Unemployment Insurance. -Claims by terminated employees.	Retain 6 years, then destroy.
16.	Sick/Vacation Leave Sharing Authorization.	Retain 6 years, then destroy.
17.	Sick/Vacation Leave Buy-back Election Form.	Retain 6 years, then destroy.
18.	Immigration I - 9s	Currently, upon termination, record is pulled and added to personnel file that is retained for 3 years, then destroyed; I - 9s should be maintained separately; retain for 3 years after date of hire or 1 year after the date of employee termination whichever is later, then destroy.